

PROCEEDINGS FOR THE REGULAR MONTHLY BOARD MEETING
NORTH SHORE MOSQUITO ABATEMENT DISTRICT
BOARD OF TRUSTEES

At the convened monthly meeting for the North Shore Mosquito Abatement District Board of Trustees held at the district office, 117 Northfield Road, Northfield, Illinois, Saturday, January 5, 2008. President Zimmer called the meeting to order at 9:01 a.m.

ROLL CALL

Trustee Nelson HowardPresent
Trustee Otto CesarioPresent
Trustee Carol BlusteinPresent
Trustee John ZbeskoPresent
Trustee William ZimmerPresent

OTHERS IN ATTENDANCE

Superintendent Robert Berry
Attorney Norman Rosen
Office Manager Jennifer Zimmer

I. MINUTES

Minutes of the regular board meeting December 1, 2007, were approved with minor corrections. The word “Proposed” was removed from the in the heading concerning the Annual Budget & Tax Levy Hearing. The Legal Counsel Report misstated that Attorney Rosen will mail Budget and Tax Levy forms to the Cook County Clerk but, in fact, the papers were to be filed in person by Attorney Rosen. Trustee Howard mentioned a few minor typos, which were corrected. Motion to approve the minutes made by Trustee Zbesko and seconded by Trustee Howard. All ayes.

II. REPORT FROM BOARD OFFICERS

President: New President Zimmer expressed his gratitude for the opportunity to serve as NSMAD President and pledged he would do his best to fulfill that role.

Vice President: Trustee Blustein informed the Board that she will not be available to attend the February Board meeting.

Treasurer: Trustee Zbesko read the financial report for as of December 31, 2007, as well as December bills and payrolls. Total receipts were \$275, 072, total disbursements were \$86,585 for a positive balance of \$188,487. Total assets on hand, \$576,145. Motion

to approve financials made by Trustee Zimmer and seconded by Trustee Blustein. All ayes. Trustee Zbesko inquired when money would be transferred into capital replacement fund. Superintendent Berry said it would be taken care of right away.

Secretary: No report

III. REPORT FROM LEGALCOUNSEL

Attorney Rosen showed the Board the Tax Levy Forms that he filed with the Cook County Clerk. The Real Estate Exemption Forms were mailed. He had no other items to report.

IV. SUPERINTENDENT'S REPORT

Action Items: None to report.

Informational Items

1. **Auditor Contract:** Superintendent Berry reported that we must find a new auditor since the firm we have been using has discontinued their services for our type of business. Mr. Berry said other districts are also searching for auditors. He speculated that the reason for this situation may be because of the federal government has added requirements since "Enron" that has added to auditor's operational cost and this is driving them away from smaller clients. Because the NSMAD auditor is a "professional service" finding a new service will not require placing public advertisements. Our next audit will be in April, so we have time to search. Trustee suggested that Mr. Berry send an RFQ (request for quotations) to auditing firms. Trustee Zbesko commented that most likely there is a listing of certified auditors that would help in the search. Zbesko also suggested that perhaps a larger firm would have more stability as further government regulations affect the economics of this field. Mr. Berry will continue the search.
2. Superintendent Berry reported that, per the Board's December instructions, the choice was made between leasing a Canon and a Minolta office copier. The Minolta Bizhub C253 was chosen. It has a 60 month lease agreement at \$128.80 per month, B/W copies at \$0.0129 each and color copies at \$0.09 each. Installation was scheduled for Jan. 15, 2008.
3. The 2007 Annual Report is expected to be delivered from the printer the week of Jan. 6.
4. With new cell phones in place, eleven older surplus phones were donated to the Evanston YWCA.
5. The office is restarting the search for a full-time Ecologist. Mr. Berry noted that this is a good time to begin the search because of school schedules.

6. Ms. Blustein queried Superintendent Berry about the present policy for handling travel expenses to Mosquito Abatement conferences. She commented that in her past experience as a teacher, expenses for business related travel were usually paid out of pocket, then presented and reimbursed after the travel. Trustee Zimmer said that in past years, the procedure of distributing checks before travel and accounting for expenses with returned receipts and cash balances had worked well. Berry said he has returned varying amounts to the general funds after travel depending on air costs from year to year. Trustee Cesario said the amount was increased several years ago because of rising airfares. It was noted that advances allowed each person to make their own travel arrangements rather than having the office administrator act as travel agent. Trustee Zbesko said his company gives him a company credit card with limitations on certain types of expenditures. There was no further discussion on this subject and no action suggested.

V. LAB REPORT

The Lab had no mosquito/lab activity to report for the month of December.

VI. OLD BUSINESS:

Trustee Blustein reintroduced the question of acquiring portable GPS equipment for the four trucks used in spraying. Superintendent Berry said GPS would help data accuracy on amount of miles driven when actually spraying (eliminating inclusion of miles to and from site). GPS will also be a very useful aid in finding addresses for shut off etc. while driving at night. Berry will compare prices and features and report back.

VII. NEW BUSINESS: None

Trustees Zbesko motioned to adjourn the meeting and Trustee Howard seconded. All ayes. The meeting was adjourned at 9:30 a.m.

ATTESTED

President, William Zimmer

SUBMITTED

Secretary, Nelson Howard